

COC Procedure for Requesting Cost Share Agreements

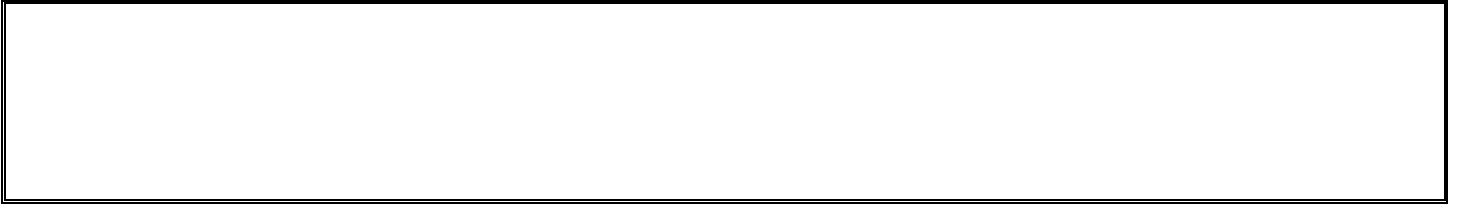
A Continuum of Care regional office may request that other agencies cost share for a client placed in a residential placement if the other agencies have shared responsibility for the child. In order to request a cost share, the Service Coordinator should invite the appropriate agency representatives to a staffing to discuss the cost share agreement. An Interagency Cost-Share Proposal Form* should be completed and signed by each agency representative having cost share responsibility. This form should be forwarded to the Continuum of Care State Office along with a completed Cost Share Request Form. (See instructions for completing this form attached)**

If an agency representative is unable to attend the staffing, a letter should be sent to the representative along with a copy of the invitational letter, TSP, and a copy of the Interagency Cost-Share Proposal Form. This letter should indicate that the form should be signed and returned to the COC office within ten (10) working days. If the form is not signed and returned by the specified date, the COC State Office should be notified. The COC State Office will then send a follow-up letter asking that the form be signed and returned. If the form is not returned as specified, a CCRS staffing will be requested.

If a child is in placement at the time of selection and another state agency has completed the medical necessity and 254 form for this placement, then the placing agency will continue to be fiscal agent for this placement until which time the 254 ends or a placement change is made. The placing agency should send a copy of the 254 to the COC State Office. Once the 254 is received, the COC State Office will forward a copy of the 254 to the COC Regional Program Director. The placing agency should also notify the provider that they will continue to have fiscal responsibility while the 254 is in place, however the Continuum will have lead case management responsibility. If the 254 ends or a placement change is made and the child continues to be residentially placed, then the Continuum of Care is responsible for assuming fiscal responsibility and generating a new medical necessity and 254 form. An Interagency Cost-Share Proposal Form and a Cost Share Request Form must also be completed at this time if shared funding is being requested.

*** If agreement was reached for a child's placement and the child's placement changes, the Regional Office should send a new Interagency Cost-Share Proposal Form to the involved agencies to be signed and forwarded to the COC State Office.**

**** A Cost Share Request Form should be completed for the current fiscal year only.**



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